

January 2006

Hoosier Contact  
Hoosier Scholar Coordinators/Guidance Counselors  
Address  
City, State Zip

Subject: **2006 Hoosier Scholar New Year Letter**

Greetings of the New Year from the State Student Assistance Commission of Indiana (SSACI.) This letter contains information about the 2006 Hoosier Scholar Award Internet reporting process. Please share this letter with the staff members responsible for Hoosier Scholar Award reporting. The deadline for initial data submission is **Friday, March 24, 2006.**

The Hoosier Scholar web site address is <http://www.in.gov/ssaci/highschool/hoosier.html>. In an effort to conserve resources the instructions will not be sent by mail but can be found on-line at <http://www.in.gov/ssaci/highschool/Hoo-Instruction.pdf>.

SSACI relies on the information you and your staff submit to our office to make awards to eligible scholars. The Check List Sheet on the reverse side of this letter will help ensure the accuracy of the information you submit to SSACI. Please refer to the Check List Sheet, instructions and FAQs posted on-line to access and complete the Hoosier Scholar data entry forms.

*It is important to note that you must submit the information for all candidates and alternates in a single session. You must enter SSN, DOB, Names, and other requested information of primary candidates before entering the information of alternate candidates.*

You must use your school's User Name and Password listed below to access the Hoosier Online Database. The User Name and Password are case sensitive! Please turn off your Caps Lock button prior to entering the information and use the shift key to enter capital letters.

I appreciate your help with this process. Please contact me at (317) 232-2355 if you have any questions.

Thank you.

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Program Coordinator  
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High School: Your school name  
User Name: Your user ID  
Password: Your password

(OVER)

# Hoosier Scholars Check List

**Submission Deadline: Friday, March 24, 2006**

1. On a sheet of paper list the Social Security Number (SSN), Full Name, Date of Birth, Address, Phone Number, GPA, Class Rank, and college/university choice for all:  
\_\_\_\_\_ Hoosier Scholar Primary Candidates  
\_\_\_\_\_ Hoosier Scholar Alternate Candidates
2. \_\_\_\_\_ Open an Internet Browser (Internet Explorer or Netscape Navigator.)
3. \_\_\_\_\_ Access SSACI Hoosier Scholar website directly at [www.in.gov/ssaci/highschool/hoosier.html](http://www.in.gov/ssaci/highschool/hoosier.html). Or from SSACI's homepage, [www.ssaci.in.gov](http://www.ssaci.in.gov), go to Interactive Applications line, point mouse to High Schools, click on Hoosier Scholars.
4. \_\_\_\_\_ Click "Hoosier Scholars" blue button to begin the data entry process.
5. \_\_\_\_\_ Enter your User Name and Password found on the reverse side (**The User Name and Password are case sensitive!**)
6. \_\_\_\_\_ ***Complete the forms in a single session. Information will not be saved unless the forms are completed in their entirety. Enter information of primary candidates before entering information for alternate candidates.***
7. \_\_\_\_\_ Print a copy of the completed form for your record once data entry is done.

Need Help?

Contact: Ada Sparkman at (317) 232-2355 or [asparkman@ssaci.in.gov](mailto:asparkman@ssaci.in.gov)